

## PLANT OPERATIONS MANAGER

# **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, direct, and coordinate the operation of the City's water treatment facilities and the SCADA Control Center.

# **Supervision Received and Exercised:**

Receives direction from the Deputy Public Works Director – Water Utilities or other management staff.

Exercises direct supervision over supervisory, technical, and maintenance staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Manage staff and work in the Water Operations Group to meet all Local, State and Federal requirements associated with water operations facilities;
- Supervise and coordinate the activities of supervisors and assigned personnel including training, scheduling, hiring decisions and written performance evaluations; works with employees to correct deficiencies and implements discipline procedures;
- Review comprehensive reports and provide detailed information and recommendations to the Deputy Department Director and/or Department Director;
- Meet with City staff and consultants to evaluate the use of, and ensure that high cost items, such as electricity and chemicals, are being consumed in the most cost effective manner:
- Collaborate with other staff to research and develop new processes or techniques in order to maintain an efficient plant operations;
- Review operation and maintenance work through on the job inspections, conferences and reports;

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Collaborate with supervisors and management team, to provide advice on future

system improvements:

Make operational decisions on a daily basis as well as in the absence of the Deputy

Director:

Respond on a 24-hour basis to manage emergency situations;

• Exercise considerable independent judgment in accomplishing the work of the

division;

Assist in the development and review of best management practices, regulations,

policies, and procedures which impact organizational performance, and supervise the application of such practices to increase safety, efficiency, public relations, and

service;

Prepare concise, clear, and accurate reports for City Council, department, other

jurisdictions or agencies, consulting firms, and the public:

Interpret codes, policies, and procedures and represent the City's interests at public

meetings, hearings, and workshops;

Coordinate major improvements with other divisions, City departments, county and

state agencies;

Monitor and prepare division-level budgets and supervise cost analyses and budget

requests;

Investigate and resolve technical or public relations problems;

Promote team involvement and participation in setting goals, priorities, and

strategies for safe, efficient, and effective divisional operations:

Demonstrate continuous effort to improve operations, decrease turnaround times,

streamline work processes, and work cooperatively and jointly to provide customer

service;

Exercise sound management techniques and labor relations practices;

Formulate and implement policies and program objectives for water production and

water treatment policies and procedures:

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- Direct and monitor the SCADA computerized monitoring system in water treatment facilities;
- Resolve mathematical, technical and analytical problems;
- Role model the values of the organization through example and accountabilities;
- Facilitate solutions to problems facing the department/division;
- Ensure adherence to established safety procedures; monitor facility safety preparedness, monitor work environment, and monitor use of safety equipment to ensure safety of employees and other individuals;
- Produce written documents with clearly organized thoughts using proper English sentence construction and punctuation;
- Attend and participate in a variety of high level internal and external meetings;
- Follow written and oral instructions;
- Read and interpret technical and operational manuals, documents diagrams, and blueprints;
- Operate standard office equipment, including a computer using program applications appropriate to assigned duties;
- Evaluate, audit, deduce, and/or assess data using established criteria;
- Perform related duties as assigned.

### **Minimum Qualifications:**

### **Experience:**

Five years of increasingly responsible experience in the operation of water production and water/wastewater treatment facilities including four years of recent supervisory/administrative responsibility.

## **Education:**

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Equivalent to the completion of a Bachelors degree in public or business administration, environmental science, engineering, or a degree related to the core functions of this position.

#### Licenses/Certifications:

- Possession of a valid driver's license at the time of application.
- Possession of a Grade III Water Treatment certificate issued by the State of Arizona.
- Possession of, or required to obtain within 6 months, a Grade IV Water Treatment certificate issued by the State of Arizona.

## **Examples of Physical and/or Mental Activities:**

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Attend meetings
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Traverse considerable distances during workday with or without an accommodation
- Other physical labor essential to the classification
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

### **Competencies:**

(Pending)

Job Code: 446

Status: Exempt / Classified